

UNCLAS

MSGID/GENADMIN/DFAS-IN-PTAA//

CDRUSASSI FT JACKSON SC//ATSG-FSR-ARS//

SUBJ/REMINDER OF SPLIT DISBURSEMENT FOR DOD CIVILIAN EMPLOYEES:  
IMPLEMENTATION OF LEGISLATIVE CHANGES TO THE DEPARTMENT  
OF DEFENSE (DOD) TRAVEL CHARGE CARD PROGRAM (TRAVEL TECHNICAL  
MESSAGE (TTM) 05-22)//

RMKS/

REF A. PUBLIC LAW 107-314, THE BOB STUMP NATIONAL DEFENSE  
AUTHORIZATION ACT FOR FY 2003, SECTION 1008.

REF B. UNDER SECRETARY OF DEFENSE MEMORANDUM DATED APRIL 23,  
2003,

SUBJECT: REISSUANCE OF TTM 05-09, IMPLEMENTATION OF LEGISLATIVE  
CHANGES TO THE DEPARTMENT OF DEFENSE (DOD) TRAVEL CHARGE CARD  
PROGRAM.

REF C. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION  
(DODFMR), VOLUME 9, CHAPTERS 3 AND 8.

REF D. PUBLIC LAW 105-264, TRAVEL AND TRANSPORTATION REFORM  
ACT OF 1998.

REF E. TRAVEL TECHNICAL MESSAGE 03-06, SUBJECT:  
IMPLEMENTATION OF DEFAULT SPLIT DISBURSEMENT FOR DOD CIVILIAN  
EMPLOYEES, DTG R121308Z SEPT 03.

REF F. MEMORANDUM FROM OFFICE OF THE SECRETARY OF THE ARMY  
(FM&C) DATED OCTOBER 6, 2004, SUBJECT: MANDATORY SPLIT  
DISBURSEMENT FOR CIVILIAN PERSONNEL.

REF G. MEMORANDUM FROM OFFICE OF THE ASSISTANT SECRETARY OF  
THE NAVY (FM&C), DATED AUGUST 10, 2004, SUBJECT: MANDATORY  
SPLIT DISBURSEMENT FOR CIVILIAN PERSONNEL.

REF H. MEMORANDUM FROM OFFICE OF THE ASSISTANT SECRETARY OF  
THE AIR FORCE, DATED SEPTEMBER 23, 2004, SUBJECT: MANDATORY  
SPLIT DISBURSEMENT FOR ALL AIR FORCE PERSONNEL.

1. THIS MESSAGE REISSUES THE TEXT OF TTM 05-09 ON SPLIT  
DISBURSEMENT. THIS IS A REMINDER THAT SPLIT DISBURSEMENT HAS BEEN  
IMPLEMENTED AND IT IS MANDATORY FOR CIVILIAN EMPLOYEES.

2. IMPLEMENTATION OF MANDATORY SPLIT DISBURSEMENT FOR  
THE CIVILIAN EMPLOYEES SPECIFIED BELOW, AS ALLOWED BY REF A  
AND REQUIRED BY REF B. THIS MESSAGE SUPERCEDES REF E. THESE  
PROCEDURES ARE EFFECTIVE IMMEDIATELY.

3. THIS MESSAGE APPLIES TO DOD CIVILIANS EMPLOYED BY THE US  
ARMY, US NAVY, US MARINE CORPS, AND US AIR FORCE WHO ARE  
REQUIRED TO USE THE INDIVIDUALLY BILLED TRAVEL CARD. THESE  
DOD AGENCIES HAVE COMPLETED BARGAINING WITH LOCAL BARGAINING  
UNITS FOR MANDATORY SPLIT DISBURSEMENT FOR THEIR CIVILIAN  
EMPLOYEES USING THE GOVERNMENT SPONSORED TRAVEL CARD.

CIVILIAN EMPLOYEES OF DOD AGENCIES THAT HAVE NOT YET COMPLETED BARGAINING ON MANDATORY SPLIT DISBURSEMENT WILL CONTINUE TO BE SUBJECT TO DEFAULT SPLIT DISBURSEMENT WHEN NO ELECTION IS MADE IN BLOCK 1 OF THE DD FORM 1351-2.

4. THESE PROVISIONS APPLY TO TEMPORARY DUTY (TDY) TRAVEL AND TO PARTIAL/ACCRUAL PAYMENTS FOR LONG TERM TDY. SPLIT DISBURSEMENT IS NOT AVAILABLE FOR PERMANENT CHANGE OF STATION (PCS) PAYMENTS. MOST LOCAL TRAVEL IS EXEMPT FROM REQUIRED USE OF THE TRAVEL CARD, BUT IF THE TRAVEL CARD IS USED FOR LOCAL TRAVEL, SPLIT DISBURSEMENT IS TO BE USED. SINCE THERE IS NO SPLIT DISBURSEMENT BLOCK ON THE SF 1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) USED TO CLAIM LOCAL TRAVEL, TRAVELERS WILL SPECIFY SPLIT DISBURSEMENT AND THE DOLLAR AMOUNT TO BE SENT IN BLOCK 12 OF THE SF 1164, WHEN APPROPRIATE.

5. IT IS IMPORTANT THAT TRAVEL ORDERS CONTAIN THE PROVISIONS REQUIRED BY REFS C AND D CONCERNING WHETHER OR NOT THE TRAVELER HAS A TRAVEL CARD. FREQUENT TRAVELERS ARE REQUIRED TO HAVE AND USE A TRAVEL CARD UNLESS OTHERWISE EXEMPTED FROM USE OF THE TRAVEL CARD UNDER REF C. INFREQUENT TRAVELERS ARE EXEMPT FROM MANDATORY USE OF THE TRAVEL CARD, BUT MAY USE IT ON A VOLUNTARY BASIS.

6. TRAVELERS USING SPLIT DISBURSEMENT WILL RECEIVE ANY TRAVEL ENTITLEMENTS DUE THEM THAT ARE OVER AND ABOVE THE AMOUNTS SENT BY SPLIT DISBURSEMENT VIA ELECTRONIC FUNDS TRANSFER (EFT). SPLIT DISBURSEMENT IS AVAILABLE TO SEND FUNDS DIRECTLY TO THE DEFENSE TRAVEL CARD ISSUING COMPANY ONLY. SPLIT DISBURSEMENT IS NOT AVAILABLE TO SEND FUNDS TO OTHER CHARGE CARD COMPANIES.

7. REF B REQUIRES THAT THE AMOUNT DESIGNATED FOR SPLIT DISBURSEMENT IS TO REFLECT ALL CHARGES ON THE CARD ASSOCIATED WITH THE TRIP BEING SETTLED, TO INCLUDE THOSE FOR WHICH RECEIPTS ARE NOT REQUIRED (SUCH AS MEALS). TRAVELERS MUST IDENTIFY CHARGED EXPENSES ADEQUATELY ENOUGH TO ALLOW THE SUPERVISOR/REVIEWER TO DETERMINE IF THE AMOUNT LISTED TO GO TO THE CARD COMPANY IS APPROPRIATE. IT IS THE RESPONSIBILITY OF THE SUPERVISOR/TRAVEL APPROVING OFFICIAL/REVIEWER TO ENSURE THAT THE AMOUNT LISTED REPRESENTS THE CHARGES MADE AND IS NOT JUST A TOKEN AMOUNT. ANY ENTITLEMENTS DUE THE TRAVELER IN

EXCESS OF THE AMOUNT LISTED WILL BE SENT TO THE TRAVELER'S EFT ACCOUNT. TRAVEL OFFICES SHOULD NOT RESEARCH A TRAVELER'S CHARGE CARD ACCOUNT THROUGH THE ELECTRONIC ACCOUNT GOVERNMENT LEDGER SYSTEM (EAGLS) TO DETERMINE THE AMOUNT CHARGED ON THE

TRAVELER'S ACCOUNT.

8. REF B DIRECTS THAT "SUPERVISORS AND TRAVEL APPROVING OFFICIALS SHALL RETURN ANY CLAIMS THAT DO NOT ACCURATELY REFLECT THE CHARGES TO BE DISBURSED DIRECTLY TO THE TRAVEL CARD COMPANY TO THE CLAIMANT FOR CORRECTION." REFS C AND D, REQUIRE THAT TRAVEL VOUCHERS CONTAIN A REVIEWER'S SIGNATURE AND DATE. REVIEWERS WILL ENSURE THAT BLOCK 1 ON THE DD FORM 1351-2 (TRAVEL VOUCHER AND SUBVOUCHER) IS COMPLETED BEFORE SIGNING AND DATING THE DD FORM 1351-2. BLOCK 1 MUST HAVE AT LEAST ONE OF THE THREE BLOCKS CHECKED, AND IF THE SPLIT DISBURSEMENT BLOCK IS CHECKED, A MONEY AMOUNT TO ACCURATELY REFLECT THE CHARGES ON THE CHARGE CARD MUST ALSO BE ENTERED. A VOUCHER IS NOT CONSIDERED COMPLETE AND PROPER UNLESS BLOCK 1 IS COMPLETED. IT IS UP TO THE SUPERVISOR/TRAVEL APPROVING OFFICIAL/REVIEWER TO DETERMINE THAT IF THE TRAVELER:

A. IS NOT A TRAVEL CARD HOLDER, THEN THE BOX FOR EFT IN BLOCK 1 IS CHECKED.

B. HAS A TRAVEL CARD, THEN DID THEY USE IT FOR THIS TRAVEL? IF THE TRAVELER HAS A TRAVEL CARD AND DID NOT USE IT ON THE TRIP, THEN THE TRAVELER SHOULD SELECT EFT PAYMENT IN BLOCK 1.

C. HAS A TRAVEL CARD AND USED IT ON THIS TRIP, THEN THE TRAVELER MUST CHECK THE SPLIT DISBURSEMENT BLOCK AND ENTER AN AMOUNT TO REFLECT CHARGES ON THE TRAVEL CARD. THE TRAVELER MAY ENTER A SPECIFIC DOLLAR AMOUNT OR "ALL" IF THE CHOICE IS FOR ALL ENTITLEMENTS TO BE SENT TO THE TRAVEL CARD COMPANY.

9. THE TRAVEL OFFICE WILL REMIT FUNDS ACCORDING TO THE INSTRUCTIONS IN BLOCK 1. IT IS THEREFORE CRUCIAL THAT SUPERVISORS/TRAVEL APPROVING OFFICIALS/REVIEWERS ENSURE THAT BLOCK 1 IS PROPERLY COMPLETED BEFORE THEY SIGN AND DATE THE TRAVEL SETTLEMENT VOUCHER. IF A TRAVEL OFFICE RECEIVES A TRAVEL SETTLEMENT VOUCHER THAT THE REVIEWER HAS SIGNED AND DATED AND BLOCK 1 IS EMPTY, THE TRAVEL OFFICE WILL MAKE ONE ATTEMPT TO CONTACT THE TRAVELER. CONTACT WILL BE BY E-MAIL IF AN E-MAIL ADDRESS IS PROVIDED, OR BY TELEPHONE IF NO E-MAIL ADDRESS IS PROVIDED. TRAVELERS WILL BE GIVEN 48 HOURS TO PROVIDE A DD FORM 1351-2 WITH BLOCK 1 PROPERLY COMPLETED. IF NO DD FORM 1351-2 IS RECEIVED IN THE TRAVEL OFFICE WITHIN 48 HOURS, THE TRAVEL OFFICE WILL RETURN THE TRAVEL SETTLEMENT VOUCHER FOR CORRECTION AND RESUBMISSION. THE TRAVEL OFFICE WILL ANNOTATE ON THE RETURN LETTER THAT BLOCK 1 MUST BE

COMPLETED BEFORE PAYMENT WILL BE MADE. REVIEWERS MUST SIGN AND DATE THE CORRECTED VOUCHERS BEFORE RESUBMISSION TO THE TRAVEL OFFICE.

10. FOR TRAVELERS USING THE DEFENSE TRAVEL SYSTEM (DTS), THE AUTHORIZATIONS AND VOUCHERS PREPARED IN DTS IDENTIFY THE METHOD OF REIMBURSEMENT (EITHER GOVERNMENT CREDIT CARD - GOVCC-OR PERSONAL) NEXT TO THE EXPENSE CLAIMED. APPROVING OFFICIALS MUST ENSURE THAT CARDHOLDERS HAVE THE GOVERNMENT CREDIT CARD (GOVCC) SELECTED FOR APPROPRIATE EXPENSES.

11. THIS MESSAGE HAS BEEN COORDINATED WITH THE US ARMY MAJOR COMMANDS AND THE DEFENSE AGENCIES.

12. POC FOR THIS MESSAGE IS TRAVEL PAY SERVICES, MANAGEMENT PROCEDURES BRANCH, 317-510-5372/1049.

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